



Acceptable Use Policy

(E-safety, Photographs & Images)

Date adopted by the Board of Governors:	November 2021
Date for review:	November 2022

Bushbury Nursery School

Mobile Phone policy

This mobile phone policy applies to any parents and visitor to Bushbury Nursery School

Mobile phones should not be in use by any person present on the premises.

1. It is strictly prohibited to take photo or video of children attending Bushbury Nursery School.
2. No personal calls, emails or texts are permitted to be made or received inside Bushbury Nursery School. In accordance with our confidentiality policy, please respect the privacy of children and their parents and carers.

Acceptable Use Policy, Photographs & Images

(Mobile Phones, Cameras and Technology)

1. Introduction.

1.1 This policy complies with the terms of the 1998 Data Protection Act and will ensure that any personal information is treated in a manner that is fair and lawful. This policy lays out the procedures for staff, parents, visitors and volunteers when using mobile phones, cameras, the internet and social networking sites.

1.2 Staff and Governors recognise that the use of modern day technology plays an important part in the day to day work we do with children, and realise the significance of the use of cameras and computers in supporting the work of the staff. Whilst there is an absolute need to ensure the safety and well being of all children a sense of proportion and common sense is needed in making decisions around the use of technology.

1.3 Staff take many photos to record learning and experiences and they form an important part of our practice. We use them for a variety of reasons including:

To form a display documenting an event or the learning that has taken place.

To show other professionals and visitors what the families have been experiencing and learning.

To be used to record and document evidence of learning in the individual children's folders

To be used for staff reflection and discussion and to identify where developments can be made

The photo books are used to consult and share with parents and with the children.

Parental Permission for Photographic Images

2.1 Parental permission to take photographs of the children is obtained on registration. Parents and guardians give / do not give consent for their own photo or image and that of their child / children being used to show a child's progress, to promote and publicise the school in a variety of formats including: newspaper, television, video, posters, web site, leaflets and any other medium which will enable this school to promote the work it does. Images will not be used for any other purpose.

2.2 Staff will ensure that only children with parental permission gained for such activity are photographed.

2.3 When printed, the photographs must be stored securely or deleted.

3. Staff Mobile Phones

3.1 The Department for Education expects that, in general, mobile phones should not be used when staff are working with children or families. The main focus of staff attention should be with the children in their care or the families they are supporting. If staff are using their mobile phones whilst in the company of children then they are being distracted from the work they are being paid to do, and as a result children may not be safeguarded.

3.2 General Work Guidelines: Staff personal mobile phones should either be kept in the staff room when they commence work each day. Staff may only return to use their phone during their lunchtime. Staff may then use their mobile in the staff room, in the privacy of the office or other place where there are no children or families present.

3.2.1 Lone workers: Staff working alone in the building, such as the Caretaker, should keep their mobile phone with them in case of emergency. Staff who undertake home visits should have a school mobile with them or if no school mobiles are available their own mobile.

3.3 Family calls: Staff should ensure that their family and close friends use the phone number of the school in the event of an emergency and not mobile numbers. So they can be contacted more easily

3.4 Photographs: Staff must not use their own personal phone for taking photographs of children nor should they allow anyone else to use personal mobile phones to take photographs.

3.5 Educational Visits: When staff take children off site they are requested to take their own mobile phones for emergency use. However, staff must not use their own mobiles to take photographs or to make / receive social calls - as they could become distracted leading to the potential for an accident to happen.

4. Parent's

4.1 Phone calls, emailing and text messaging: Parents should not make or receive calls on their mobile phones whilst inside the building (staff may want to have conversations with parents about their child and it is reasonable for children to expect their parent's full attention at handover time without parents being distracted whilst talking on their mobile phones)

4.2 Photographs: Parents must not use their own personal phone or camera for taking photographs of children unless permission has been given by the headteacher or the Governors.

5. Visitor's

5.1 Phone calls, emailing and text messaging: As a general rule visitors should do not use their mobile phones whilst on the premises as they are visiting for a specific purpose. There may be some exceptions, for example, many employers operate a lone working policy and may contact their staff or expect them to make contact periodically throughout the day. Please advise them of a quiet space where they can use their phone where there are no children present.

5.2 Photographs: Permission must always be granted if visitors or students wish to take photos of the learning environment. Photographs taken by students or visitors should always focus on the activity, environment or learning taking place and not on the children. The taking of any photo in this context will always be supervised by staff and consent given by parents.

6. Staff Use of Cameras and Video Recorders.

6.1 Members of staff should not bring their own cameras in the building.

6.2 All photographs / videos of children should be taken on the school's designated cameras only and should be developed only on school computers.

6.3 There should always be a valid reason for taking photographs / videos e.g. to promote learning & development (see introduction above.)

6.4 All staff should be aware of which children cannot be photographed and only photograph those with parental consent to do so.

6.5 Camera use and storage will be monitored by the Senior Management Team and lost cameras should be reported to them immediately.

6.6 To ensure the security of any images on a camera or memory stick, staff will ensure that cameras are safely stored at all times. Once photographs have been printed for display use, then images will be deleted from the camera. Printed images will be shredded when they are no longer needed.

6.7 A video camera will only be used to record special events such as a celebration or an educational activity (e.g. working with an artist.) The video may be shown to parents and children; it may be displayed on the interactive white boards. This will only include children whose parents have given written consent.

6.8 There will be no access to washroom or toilets whilst using a camera or video recorder.

7. Events & Celebrations

7.1 The school have a number of special events and celebrations throughout the year and Governors understand that parents may like to record these on their cameras. However, in fairness to all concerned, the governors stipulate that:

7.1.1 Parents may only film or photograph their own child.

7.1.2 Any photos, images or film must be for family use only.

7.1.3 Any photos, images or film must not, under any circumstances, appear on social networking sites.

7.1.4 Governors reserve the right to ban photographs if it is in the interests of a child i.e. child protection

8. Photographs & Images of Staff:

8.1 All staff reserve the right not to have their photograph taken.

8.2 Parents must be aware that they need to have permission if they want to take photographs of staff.

8.3 Individual staff may decide to give permission but this will be on the understanding that the image is for family use only and that it will not appear on any social networking sites.

9. Computers/Internet Usage

9.1 Children: Children do not have access to the internet without supervision from an adult.

9.2 Staff: Staff increasingly use the internet whilst at work in order to access relevant information in relation to their work. Access to the internet is monitored by the Wolverhampton City Council "Policy Central" software and staff can only gain access by the use of passwords. It is expressly forbidden for staff to access any sites that are not directly linked to their work and staff must sign the internet usage policy before they are granted access.

10. Social Networking Sites

10.1 Staff: Staff should never use a social networking site (whether on or off the premises) to refer in any way what so ever to the school, to staff, parents, visitors and children that attend. Reference the school on social networking sites, by staff, could result in our setting being bought into disrepute and may result in disciplinary procedures being taken against staff.

10.1.1 Staff should be aware of their professional boundaries and should not have parents as their friends on social networking sites. Some friends of staff may become parents and in this case, the Governors will seek assurance from all staff that they do not discuss any matters in any capacity in relation to our setting.

10.2 School: No social networking site should be used in our school.

10.3 Parents: If the school become aware that the school's or staff character have been shown in a negative way on facebook or other social sites. The head teacher will inform the chair of governors and following advice from Wolverhampton City Council appropriate contact will be made with the parent concerned.

10.4 Visitors: No social networking site should contain material about visits to Bushbury Nursery School

11. Official Photographer

11.1 Only an approved photographer will be allowed to take official individual photos of children etc. and the session will be supervised at all times by a member of staff from the nursery.

Please note all GDPR guidelines will be adhered to.